

**MINUTES OF THE
HANOVER BOROUGH COUNCIL WORKSHOP/
FINANCE & PERSONNEL COMMITTEE MEETING**

May 19, 2021

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, May 19, 2021 at 7:00 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

Attendance: On roll call, the following Council Members were present: Mrs. Funk, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Roland and Dr. Rupp; Solicitor Shultis, and Mayor Whitman; Staff Members Fire Chief Clouser, Manager Dunford (*virtually*), Public Works Supervisor Grimm, Secretary Felix, Planning & Engineering Director Mains, Police Chief Martin and Finance Director Miller. Mr. Chesney, Mr. Hegberg and Mr. Reichart were not in attendance this evening.

Chairman Rupp sent well wishes on behalf of Council to Manager Dunford and thanked her for participating via zoom this evening.

PUBLIC COMMENT – None was presented.

CONSENT AGENDA

It was moved by Mr. Roland, seconded by Ms. Pranses to approve the following items on the Consent Agenda:

- Minutes: Approval of Minutes April 21, 2021
- Finance Reports:
 - Approve Bills for Payment
 - Accept Monthly Financial Statement
 - Accept Report of Monthly Investments
- Water and Planning Review Fees: Approve Revised Rate Schedule for Gannett Fleming
- Source Water Protection Plan: Recommend adoption
- Water Dept. Materials & Supplies
 - Reject low bidder, Exeter Supply, Reading PA, for Ductile Iron Fittings due to inability to supply items as per specifications.
 - Award Contract to Second Low Bidder, Ferguson Waterworks in the amount of \$39,599.75

- Special Event Permit Applications:
 - YWCA Juneteenth at Wirt Park – June 19th
 - Main Street Hanover – downtown – June 5th, July 17th & Sept. 4th
 - Covenant Life Ministries Worship Service Wirt Park – May 29th

Motion carried.

Mr. Roland appreciated having Fire Chief Clouser and Police Chief Martin speak at last month's meeting to give an overview of their department functions, but suggested coordinating a more in-depth presentation from each of them at a future Public Safety Committee meeting to give them both more time to speak.

PRESENTATIONS

Report of the Director of Planning and Engineering – Planning and Engineering Director Mains gave an overview of his department functions, achievements to date, duties and goals.

The Department of Planning and Engineering oversees the following:

- Management of building permit applications
- Hanover Borough Code and International Property Maintenance Code compliance
- Management of zoning application processing, including change of use, consistency, special exceptions and variances
- Stormwater management
- Assistance and support for redevelopment projects
- Management of Land Development & Subdivision applications
- Provide engineering support to all departments as needed
- Management of historical and archived plans

Mr. Mains noted that the department manages a biochar/meadow research site at the Hanover Public School on Moul Avenue.

The comprehensive “iWorQ” cloud-based system will be implemented online on June 1st for modernization of permit processing and code enforcement. An interactive parcel search program was developed and includes legacy data from the KVS System (utility billing) with the technical help of Finance Director Miller and his staff.

The 3rd party reviewer, MDIA will now have digital access as well. Plans can now be submitted digitally by applicants.

Mapping of sewer sheds was also moved to the GIS platform.

Water service cards are also in process of being migrated onto the GIS platform.

Director Mains intends to revamp the subdivision and land development ordinance, and assist with long term Borough facilities improvement initiatives, support parking program refinements and strategies, and develop GIS based archival system for plans and drawings.

Mr. Mains invited all to contact him with any questions or concerns.

Ms. Pranses asked for an update on the proposed rental property inspection program.

Mr. Mains noted upcoming meetings are scheduled to lay out scope and ways to move forward with the process. Ms. Pranses recommended the Public Safety Committee to begin the concept discussion.

Mr. Mains commended his new administrative assistant, Lisa Graham-Herrick on her knowledge and help with all of the efforts moving forward.

Chairman Rupp thanked Planning and Engineering Director Mains for his informative presentation.

Manager Dunford thanked Mr. Mains and his staff for all of their hard work, and she looks forward to the proposed Director of Water Resources assisting Mr. Mains in the future with water and sewer department administration tasks.

FINANCE, PERSONNEL AND ADMINISTRATION

2022 Budget Direction: Manager Dunford gave an overview of Borough Council's 2022 Budget Direction to Borough Manager and Department Heads, requesting Council to 1.) adopt a directive providing direction to Borough personnel on the preparation of the 2022 budget; and 2.) to consider an evaluation of personnel levels and scheduling in General Fund departments including codes, public works, police and fire departments, funded 50% by a Strategic Management Plan Grant.

The proposed 2022 budget direction states that Hanover Borough Council is committed to:

- Provide the residents and taxpayers of Hanover with necessary municipal services at a reasonable cost.
- Maintain a stable, planned rate of increase in real estate taxes.
- Maximize efficiency in service delivery and customer service through the effective use of all personal and the introduction of technology when possible.

- Reduce the net cost of services through appropriate user fees.

Borough Council will direct its Department Heads and other managers to prepare their 2022 budgets that set an initial baseline budget which:

- Includes no new positions, defined as positions not included in the 2021 budget.
- Includes no positions that have been vacant for the entire period beginning January 1, 2021.
- Maintains non-personnel line items at the 2021 budgeted spending levels, excluding capital items.
- Provides a separate capital budget that includes only essential needs for operations in 2022.
- Provides a separate document in the form requested by the Borough Manager that justifies any requests for other essential operating and capital expenses that fall outside of the above parameters.

Manager Dunford emphasized that Council must be cognizant that revenue is flat and not increasing; while expenses continue to increase. Strategies will need to be developed to address same, that could include a tax increase or decrease of personnel in the 2022 budget.

Dr. Rupp thanked Manager Dunford for the budget directives, and asked Council for questions:

Mr. Roland stated he would not be in favor of a tax increase, rather looking for cost reductions.

Manager Dunford asked that Council approve the personnel study, to justify job descriptions and administrative structure, through a third party review.

Mr. Lockard commented that the Fire Department labor force is already at minimum manning and under a labor contract, and questioned the need for a fire department personnel study.

Mrs. Funk was in favor of the third party review.

Mr. Kress cautioned that a study may recommend an increase in staffing. He commented that it seems that the Borough staff is already very limited, in relation to services they perform.

A motion was made by Mr. Roland, seconded by Mr. Hoover to recommend an evaluation of personnel levels and operations in general fund departments including

codes, public works, police and fire departments, funded 50% by a Strategic Management Plan Grant, to the Hanover Borough Council agenda for consideration. Motion carried.

A motion was made by Mr. Roland, seconded by Mr. Hoover to recommend the adoption of a directive providing guidance to Borough personnel on the preparation of the 2022 budget to the Hanover Borough Council agenda for consideration. Motion carried.

Tuition Reimbursement Policy: Solicitor Shultis reviewed the policy and noted that the only deficiency in the existing policy is that it does not provide for pay back due to default, which could be further delineated in the policy if desired. After discussion, the Committee agreed it may be more advantageous to leave that provision open, and handle similar situations on a case-by-case basis. It was noted that no one has ever defaulted on this policy, and Ms. Morningstar has signed her payback agreement.

American Rescue Act: Manager Dunford updated the Committee on the American Rescue Act funds which should provide the Borough with a \$7.5 million payment, and could include future payments depending on how the County administers their funding. The Committee discussed potential use of the funds such as downtown economic development, infrastructure improvements, water, sewer, and stormwater improvements, etc. Manager Dunford noted the Borough awaits information from the County, and the Committee can revisit same in June. Public engagement is very important, and the funds must be obligated by the end of 2024.

DPW - Fleet Supervisor: Chairman Rupp asked for questions on the Fleet Supervisor position and there were none. It was moved by Mrs. Funk, seconded by Mr. Kress to recommend a motion to fill the upcoming vacancy of the salaried position of Fleet Supervisor at the Public Works Maintenance Garage; and the hiring of an Automotive Mechanic I, in accordance with the AFSCME labor contract to the Council agenda for consideration. Motion carried.

Water Distribution – It was moved by Ms. Pranses, seconded by Mr. Hoover to recommend a motion to fill the Semi-Skilled Laborer position in the Water Distribution Department, to the Council agenda for consideration. Motion carried.

PLANNING AND ENGINEERING DEPARTMENT

New Zoning Ordinance: Mr. Mains recommended that Council move forward with adoption of the proposed new zoning ordinance, and readdress again in six months with comments, concerns, and recommendations for changes at that time. That will give time to monitor how the ordinance is working, and allow for all proposed changes to be properly addressed and integrated at the same time. Mr. Roland thanked Mr. Mains and staff for all the hard work on this, a project that has been in the works for 4 years. It was

moved by Mr. Roland, seconded by Mrs. Funk to move the notice of intent to adopt the ordinance to the Council agenda for consideration. Ms. Pranses voted in opposition to the motion. Motion carried.

Water Line Project: It was moved by Mrs. Funk, seconded by Mr. Hoover to move the approval of the addition of three additional segments of water main replacement (Penn Street and two alleys) and the replacement of various fire hydrants along project areas, in conjunction with 2021 Water System Improvements, with funding from budget savings in Broadway lining project to the Council agenda for consideration. Motion carried.

PUBLIC WORKS DEPARTMENT

Approve Capital Budget Purchases for Vehicle Replacements: Public Works Supt. Grimm noted the approvals are necessary in order to receive the vehicles by 2022; all vehicles are under COSTAR pricing and will not increase the size of the fleet. It was moved by Mr. Roland, seconded by Mrs. Funk to move the approval for purchase of the following vehicles as replacements for older high mileage vehicles with known engine/transmission issues:

Water Department

- 1 F-150 pick-up truck \$28,977.35 on state contract/Costars for Filtration Plant replacing 2009 Ford Ranger.
- 1 F-250 pick-up truck \$38,741.31 on state contract/Costars for Dams / Distribution replacing 2011 Silverado.

Public Works

- 1 F-250 truck with plow to \$38,741.31 on state contract/Costars replacing 2009 GMC Sierra
- 1 F-250 truck with plow to \$38, 741.31 on state contract/Costars replacing 2002 Ford F-250
- 1 Zero Turn mower budgeted at \$15,000 replacing 2000 Ferris Pro-Cut

Motion carried.

WASTEWATER TREATMENT

Wastewater Treatment Plant Roof Replacements - It was moved by Mr. Lockard, seconded by Mrs. Funk to move the approval of roof replacements for electrical and sludge buildings at the Wastewater Treatment Plant through a contract with Donald B. Smith Roofing in an amount not to exceed \$14,500 to the Council agenda for consideration. Motion carried.

ECONOMIC DEVELOPMENT COMMITTEE

Hanover Economic Development Corporation: Mr. Hoover reported that candidates for the Hanover EDC Board of Directors were interviewed at the meeting of the Economic Development Committee held May 12, 2021; and this meeting will reconvene at 6:15 PM prior to the May 26, 2021 Hanover Borough Council meeting to recommend candidates for appointment to the Board of Directors; same to be placed on the Council agenda.

GOVERNANCE COMMITTEE

Approve Policies and Guidelines:

- Social Media: It was moved by Mr. Roland, seconded by Mr. Hoover to move the approval of the Social Media Policy for Public Officials and Appointees to Other Public Bodies to the Council Agenda for consideration. Motion carried.
- Vehicle Policy: The Committee briefly discussed the policy of employees driving Borough vehicles to and from work, verses paying mileage for personnel vehicles. There is a designated list of employees for same who are on call, and need to be available for emergencies, etc. It was moved by Ms. Pranses, seconded by Mrs. Funk to move the approval of the Vehicle Policy for Non-Uniformed Personnel to the Council Agenda for consideration. Mr. Roland voted in opposition to the motion. Motion carried.
- Disciplinary Policy: It was moved by Mrs. Funk, seconded by Mr. Hoover to move the approval of the Disciplinary Policy for Non-Civil Service Employees (*reviewed by labor counsel*), to the Council agenda for consideration. Motion carried.

PUBLIC WORKS COMMITTEE

Capital Improvement Plan: Mr. Mains explained the work of the Public Works and Facilities Committee on the completion of the facilities assessment, including tours, review and analysis of the various Public Buildings over \$500,000, and asked for a recommendation for Council to accept the strategy for the plan to move forward. Ms. Pranses recommended and the Committee agreed that it would be best to have a meeting for the plan to be reviewed at the next Public Works and Facilities Committee meeting before moving forward, so input could be gathered from all of Council.

PLANNING COMMISSION

Approve Recommendation of Planning Commission for 446 Eisenhower Drive: It was moved by Mr. Roland, seconded by Mr. Hoover to move the approval for the Subdivision / Land Development Plan for the proposed Popeye's restaurant at 446 Eisenhower Drive to the Council agenda for consideration. Motion carried.

RECREATION COMMISSION

Recreation Program:

It was moved by Mr. Roland, seconded by Mrs. Funk to move the approval of a new program and contract with the YMCA in an amount not to exceed \$10,000 to develop and supervise the Borough's Summer Playground program; and with the YWCA in an amount not to exceed \$1,500 for summer enrichment programs such as art, music, and puppetry to the Council Agenda for consideration. Ms. Pranses commented that she would like to see the program remain free to all citizens. Motion carried.

It was moved by Mr. Roland, seconded by Mrs. Funk to move the approval if an amendment to the salary and wage resolution establishing the rate of \$10 - \$12.50 per hour for Playground Counselors. Ms. Pranses voted in opposition to the motion. Motion carried.

Open Space and Recreation Plan: Public Works Director Grimm stated the Borough was awarded a Department of Conservation and Natural Resources (DCNR) grant for \$40,000 with \$40,000 matching funds to facilitate a contract for a Comprehensive Recreation, Park and Open Space Plan. A request for proposals was facilitated, and the successful vendor will be recommended for approval by the Recreation Board in time to be included on the Council agenda. Preparation of the plan will take up to one year from date of award. He emphasized that this is a very involved process with community involvement, and when completed the document can be used to obtain needed grant funding for park and recreation improvements.

Liberty Day: Mr. Grimm noted the last July 4th event was held in 2019 at Moul Field, but there were issues with close proximity to fireworks, with debris on the nearby residential properties. This year the event is planned to be located off Wilson Avenue behind the Lowe's facility. We need to look to the future to enhance the event, possibly relocating and/or partnering with another entity, such as the YMCA or YWCA. In the past a full day of events were planned involving games and tournaments throughout the day, which was well attended.

FIRE COMMISSION / FIRE CHIEF:

Plan for Fourth of July Fireworks: Chief Clousher supported the effort to move this year's event behind the Lowe's facility off Wilson Avenue due to the negative impact on the adjacent residential properties at Moul Field. This property is currently owned by Conewago - Northridge Partners and may not be available in the future years if the property is developed. Ms. Pranses was in favor of exploring the idea of having the event at Good Field.

MANAGEMENT REPORTS


Chairman Rupp thanked staff for the management reports and encourage Council members to take a look at them.

ADDITIONAL PUBLIC COMMENT - None was presented.

Chairman Rupp thanked all who were in attendance this evening.

It was moved by Mr. Roland, seconded by Mr. Hoover to adjourn the meeting at 8:55 PM. Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary